



## Nash Mills CofE Primary School Teaching Assistant

**Grade:** Hertfordshire Support Staff Grade H1.2-H2.5 (depending on experience)

**Salary:** £22,366- £23,500 pro rata over 43.3 weeks per year

**Hours:** 28 hours per week, term time only

**Times:** 8.40am-3.20pm daily with 1 hour lunch break

**Responsible to:** Head teacher

**Contract:** Permanent

### Purpose of the role

Initially based within our Year 2 class, the teaching assistant will work with teachers and other members of the class team to support the learning of pupils by working with individuals or small groups of pupils. This will be under the direction of teaching staff.

As part of our support staff team, you may also be asked to help pupils during lunchtime.

### Responsibilities

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Understand and support independent learning and inclusion of all pupils as required

Teaching Assistants may also undertake some or all of the following:

- Work with individual pupils with special educational needs
- Work with pupils for whom English is not their first language
- Assist in the development of individual development plans for pupils (such as Individual educational plans)
- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of ICT in the curriculum
- Invigilate exams and tests
- Assist in escorting and supervising pupils on educational visits and out of school activities
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Monitor and manage stock and supplies for the classroom.
- Provide short term cover supervision of classes

## Person Specification

	Essential	Desirable
Education & Training	<ul style="list-style-type: none"> <li>GCSE (grade 'C' or above) or equivalent in English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>Commitment to ongoing training</li> <li>First Aid Trained</li> <li>Evidence of continued professional development</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Demonstrable experience of working with children</li> </ul>	<ul style="list-style-type: none"> <li>Ability to assess and identify next steps in learning.</li> <li>Experience of working within Key Stage 1</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of the key factors that affect the way pupils learn</li> <li>Knowledge of how to support pupils' learning in early reading and phonics.</li> <li>An understanding of the requirements for maintaining the health, safety and security of yourself and others in the learning environment</li> <li>Awareness of Data protection and confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the national curriculum</li> <li>Knowledge of Read Write Inc Phonics scheme</li> <li>Knowledge of the STEPS approach to behaviour</li> <li>A range of strategies to establish a purposeful learning environment and to promote good behaviour</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Good oral and written communication skills</li> <li>Competency with ICT</li> <li>The ability to plan for learning with support from the teacher</li> <li>Deal calmly with challenging behaviour</li> <li>Work as a member of a team</li> </ul>	<ul style="list-style-type: none"> <li>The ability to promote positive relationships within the wider school community</li> </ul>
Attributes	<ul style="list-style-type: none"> <li>A good sense of humour</li> <li>Energy, vigour and perseverance</li> <li>Self-confidence and initiative</li> <li>Enthusiasm and commitment</li> <li>Patience and sensitivity to children's needs</li> <li>Reliability, resilience and integrity</li> </ul>	

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.